



**MINUTES OF THE SPECIAL MEETING  
OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF  
ALGONQUIN, McHENRY & KANE COUNTIES, IL HELD IN VILLAGE HALL ON  
JUNE 7, 2005 AT 5:30 P.M.**

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**CALL TO ORDER:** Village President John Schmitt called the regular meeting to order at 5:30 PM.

**ROLL CALL:** Present: President Schmitt and Trustees John Spella, Robert Smith, Jerry Glogowski, Brian Dianis, Jim Steigert and Barb Read. A quorum was established. Staff in attendance included William Ganek, Jenna Kollings, Robert Mitchard, Jeff Mihelich, Russ Laine, Jack Walde, and Craig Arps. Attorney Dave Rogers was also present.

Village Manager Bill Ganek explained that the purpose of the meeting was to review the functions of the Village for elected officials. He expressed that each department head will give a brief summary of the responsibilities of their departments and future projects. He reviewed the Elected Officials Reference Guide, which was distributed to each Board member. Mr. Ganek gave his presentation, which focused on the roles of the elected officials and staff, ethics, home rule, the Village mission statement, organizational philosophies and decision making, history of the Village government and where it is heading (trends and challenges). He then introduced the following staff members, who gave explanations of their departments: Jenna Kollings – Operations/Deputy Clerk, Jack Walde – Finance, Russ Laine – Police, Jeff Mihelich and Craig Arps – Community Development, and Bob Mitchard – Public Works.

The meeting was adjourned at 8:20 PM.

Respectfully submitted:

Approved this 21st day of June, 2005:

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*Deputy Village Clerk, Jenna Kollings*

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*Village President, John Schmitt*